

# CITY OF THE COLONY

January 2012

## NOTICE TO ALL EMPLOYEES

### **Distribution of 2011 W-2s**

The Payroll Department distributed the 2011 W-2 Wage and Tax Statements on January 20, 2012. Current employees' W-2s were distributed with paychecks on that date. All former employees' 2011 W-2s were mailed to their home address on file with the Payroll Department. The Form W-2 is an annual form that reports your Federal wages and other tax information required by Federal and State agencies. It is also used by the Social Security Administration as a verification document to ensure individuals are properly credited for future Social Security and Medicare benefits.

After you receive your 2011 W-2, please verify that your name and social security number match your name and social security number that was issued on your social security card. The Social Security Administration regards names and social security numbers as "critical links" connecting your W-2 data to your lifetime earnings record. Your name and social security number **must** match Social Security's records. If your name has recently changed, (e.g., due to marriage, divorce, etc.), the City will continue to use your old name until you have obtained a new social security card. After you have received a new social security card, please notify The Colony Human Resources Department. Using a new name without updating the Social Security Administration's records may prevent the posting of your Social Security and Medicare earnings. You may call the Social Security Administration toll free at 1-800-772-1213 for Form SS-5, Application for a Social Security Card.

### **PLEASE DO NOT MISPLACE YOUR 2011 FORM W-2**

If you need a replacement copy of your **2011** Form W-2, please complete a replacement request form, with your current address information. Please contact the Payroll Department at 972-624-3114 or you may download the form from the City of The Colony website at [www.thecolonytx.gov](http://www.thecolonytx.gov), on the Payroll Department page. **Once the form has been received in the Payroll Department it will take approximately 5 working days to process.**

### **Form W-4, Employee's Withholding Allowance Certificate**

Now is the time to check your Federal tax withholding allowances. Did you marry or divorce, gain or lose a dependent, or have major changes in your family income? If you answered "yes," you may need to file a new **2012** Form W-4.

If you are claiming "exempt" from tax withholding, the IRS requires that you submit a new Form W-4 by February 15, 2012 if you wish to retain your exempt status. If a new form is not filed and submitted to the Payroll Department, withholding for Federal taxes will be based on "Single" with zero (0) withholding allowances.

### **FORM W-5, EARNED INCOME CREDIT ADVANCE (AEIC) PAYMENT CERTIFICATE**

The AEIC is no longer available.

### **BENEFICIARY DESIGNATION INFORMATION**

As noted above, if you have had any changes in your status, it is important that you update your beneficiary forms with the City of The Colony. Please contact the Human Resources Department at 972-624-3117 for any Beneficiary Designation forms that you may need.

### **\*ANNUAL EMPLOYEE LIMITS FOR 2012**

|                                       |                     |
|---------------------------------------|---------------------|
| Business Mileage Reimbursement        | 55.5 cents per mile |
| Basic Deferral Limit for 457(b) Plans | \$17,000            |
| Age 50 Catch-up Limit 457(b) Plans    | \$5,500             |
| Social Security Wage Base             | \$110,100           |

If you have any questions regarding the above information, please contact Mary Langford, Payroll Analyst, at 972-624-3114.